



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS/MECDC/Environmental and Community Health/Environmental and Occupational Health Program		
Department Contract Administrator or Grant Coordinator:		Chris Moiles / Melanie Boucher		
(If applicable) Department Reference #:		CD0-23-5386		
Amount: (Contract/Amendment/Grant)	\$18,080.00	Advantage CT / RQS #:	CT 10A 20221122000000001433	
CONTRACT	Proposed Start Date:	12/1/2022	End Date:	06/30/2023
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		TRC Environmental Corporation		
Brief Description of Goods/Services/Grant:		Project management and report writing services		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Every year, Mainers experience an average of approximately 210 emergency department visits, 15 hospitalizations, and less than one death from heat-related illnesses including heatstroke, heat exhaustion, and related conditions. Populations most at risk from heat-related illnesses include older adults, infants, pregnant women, those with chronic conditions such as heart or kidney disease, those engaged in outdoor work or recreational activities, and those without access to air-conditioned spaces. Additionally, every year there are on average approximately 330 emergency department visits, 110 hospitalizations, and six deaths among Mainers from cold-related illnesses, including hypothermia, frostbite, and related conditions. Risk factors for cold-related illnesses include older age, current homelessness, drug and alcohol use, and presence of existing mental or behavioral illnesses. According to Maine's Climate Change Institute and to the U.S. Global Change Research Program, extreme weather events such as heat waves and cold snaps are becoming more common across the entire U.S., while average temperatures in Maine, and the frequency of extreme heat events in particular, are generally expected to increase in the coming decades. Adequate advance planning and preparation for the impacts of these increasingly frequent extreme weather events are critical, as is providing support to under-resourced communities to engage in this work.

Maine CDC is currently funded by the U.S. CDC under its Building Resilience Against Climate Effects (BRACE) Climate and Health Program to carry out public health activities designed to protect Maine residents from the adverse health effects of a changing climate, and in particular, to help Mainers become more resilient to the health impacts of extreme heat and cold events. One of the primary activities under this grant funding is a collaborative project Maine CDC has undertaken with the Maine Emergency Management Agency (MEMA) and various County Emergency Management Agencies (EMAs) to develop or update county extreme temperature response plans, in order to improve community resilience to these events as they become more frequent and potentially more disruptive.

Maine CDC had previously been conducting this work under a Memorandum of Understanding (MOU) with MEMA, whereby Maine CDC provides funding to MEMA, and MEMA uses that funding to pay for the services of a planner employed by TRC Environmental Corporation, currently under contract with MEMA, to conduct stakeholder outreach, research, and write extreme temperature response plans for partner county EMAs. This work has been underway since January 2022, and together with the contracted planner from TRC, Maine CDC and MEMA have been able to engage with Sagadahoc and Piscataquis County EMAs, and have completed a draft Extreme Temperature Response Plan for Sagadahoc County. In August 2022, Maine CDC was made aware that MEMA will be ending their contractual relationship with TRC at the end of their contract period, on 10/31/22, and after that date they will no longer be able to administer an MOU with Maine CDC to continue providing these services. Therefore, Maine CDC is hoping to be able to contract directly with TRC for the remainder of the planned work, in order to avoid a disruption in this important public health emergency preparedness project, and could potentially prevent Maine CDC from being able to engage with all of Maine's counties during the period when funds from U.S. CDC are available (September 2021-August 2026). Services provided so far by TRC have been exemplary, and obtaining these services from any other vendor will require a significant expenditure of time and resources to bring that new vendor up to speed on the project, while conducting a request for proposals would also delay the project by an estimated minimum of 6 months.

Services under this contract will align with several programmatic and statutory requirements. MRS Title 22, Section 1692, provides for an Environmental Health Program at Maine CDC to investigate and identify health problems which may be related to environmental factors, and to advise other state agencies and the public as to preventive and corrective actions in the area of environmental health. Services under this contract also ensure Maine CDC will fulfill deliverables under a federal grant from U.S. CDC ("Improve extreme temperature response and resilience planning") to work with local leadership and County EMAs in order to increase preparedness for adverse temperature events and build resilience in communities across Maine. Finally, this contract will assist Maine CDC in furthering two key goals of the Maine Climate Council's four-year Climate Action Plan as outlined in its "Maine Won't Wait" report of 2020: Strategy F "Build healthy and resilient communities" and Strategy H "Engage with Maine people and communities."

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

We submit that TRC Environmental Corporation is a highly qualified vendor with specific experience that is relevant to this project, and that they would be very difficult to replace. TRC has worked very closely with us over the last 9 months of this project, serving in part as project managers and conveners of stakeholders such that they have an intimate knowledge of the project's details, deliverables, and partners.

**PART III: SUPPLEMENTAL INFORMATION**

To date, TRC has worked with Maine CDC and the Sagadahoc County Emergency Management Agency to interview stakeholders, conduct focus groups, summarize information gathered from these engagements, and incorporate findings into an updated Extreme Temperature Response Plan for the county. TRC and Maine CDC have just begun a similar process with the Piscataquis County Emergency Management Agency to conduct a similar stakeholder engagement and plan creation process. Many key findings, including the structure and content of the Response Plan itself, are transferable across communities; as a key organizer and driver of the process, TRC is pivotal in transferring these learnings from one county to another, and they have established a trustworthy, reliable reputation among the community leaders we have worked with. This project is planned to extend through 2026, in order to allow us to complete the planning process for all of Maine's 16 counties. Replacing TRC with another vendor, or developing and issuing a request for proposals, would set the project timeline back by months, and perhaps by as long as a year to allow for the proposal, response, and review stages, and then perhaps to train a new contractor to become fluent in our existing process, and to develop new relationships with program staff and partners.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The quoted hourly rates (\$125-155 per hour) for these contracted staff are consistent with the rates we have already been paying for these staff and services under a Memorandum of Understanding with MEMA, and are also generally consistent with other professional and highly trained contractors our group has contracted with, including vendors who provide public health program evaluation services (\$128 per hour) and environmental and occupational medical advising (\$119 per hour).

4. Describe the plan for future competition for the goods or services.

The Department does not plan to continue these services beyond the last renewal period.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

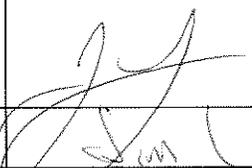
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			Date:	18-Jan-23
Typed Name:	Dan L. G. Ash		Date:	18-Jan-23
Signature of DAFS Procurement Official:			Date:	2/2/2023
Typed Name:	Kathy Paquette		Date:	2/2/2023